

ACCOUNTING TECHNICIAN

DEFINITION

To perform complex and difficult paraprofessional duties related to general accounting work; to reconcile subsystems to the General Ledger; to maintain City financial accounts and records and assist in the preparation of financial reports and analyses; maintain City special tax assessment records; and to provide responsible technical and clerical accounting support to professional staff in the Finance and Revenue divisions of the Administrative Services Department.

DISTINGUISHING CHARACTERISTICS

This is the full journey level technical accounting class. Employees within this class are distinguished from the Account Clerk series by the performance of work that typically requires specialized college-level training in accounting and finance rather than bookkeeping, by performing a broad range of duties as assigned and typically includes responsibility for a program area of accounting and/or technical and functional supervision of Account Clerks. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant series in that the latter is a professional level, requiring completion of a Bachelor's degree in accounting or a closely related field.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel.

May exercise technical and/or functional supervision over assigned clerical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform difficult or complex accounting or financial office support work; assist with special projects as assigned.

Review and reconcile a variety of reports, journals, budgets, payroll or related fiscal or statistical data.

Audit and verify information, including source data as well as manual and computer-produced reports.

Process monthly accounts payable statements including matching purchase orders and invoices to statements, researching discrepancies, inputting into system, balancing and reviewing batch and printing checks.

Review accounts receivable; analyze reports for outstanding receivables; reconcile A/R subsidiary ledger to the general ledger.

Reconcile a variety of bank statements including operating account, CDBG program accounts, and Special Assessment Districts; analyze activities; research discrepancies and prepare journal entries.

Maintain, monitor, update, and reconcile the General Fixed Asset Account Group and the Fleet Internal Service Fund; prepare year-end fiscal reports; perform periodic inventory of all City Fixed Assets.

Prepare a variety of tax forms and special reports including 1099s, Sales and Use Tax, Seismic report, State Controller's Transit Report, JPA Highway 65 Report, Flood Management and Conservation Report; assist with preparation of SEC disclosure reports.

Maintain subsidiary ledgers; auditing and reconciling reports and information and posting data as required; may generate general ledger entries.

Interpret and apply City, State and Federal regulations concerning financial and statistical transactions and reports.

Compile statistical data and prepare financial and statistical reports or summaries for submission to other departments or to State and Federal agencies.

Provide information to the public or City staff that requires the use of judgment and the interpretation of rules or procedures; meet with the public to obtain data, interpret information and answer questions; prepare correspondence independently to answer questions, request information, or provide explanations.

Perform a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents; proofread and check materials for accuracy, completeness and compliance with City and department policies and regulations.

Prepare and maintain computerized financial spreadsheets on a personal computer for ledgers and statistical records; prepare reports from spreadsheets summarizing information and financial records.

Classify receipts and expenditures and record them to the appropriate accounts, funds, trusts, etc; reconcile ledgers and accounts.

Balance financial information system controls; balance and post cash receipts, payments and registers; and balance various other statistical and financial transactions with source documents and controls.

Interpret and apply City, State and Federal regulations concerning maintenance and preparation of special tax and assessment records for the preparation of the annual levy.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and procedures of accounting and finance and their application to municipal financial transactions.

Principles and practices of fund accounting and budgeting.

The application and operation of common word processing and spreadsheet software used on personal computers.

Modern office procedures, practices, systems and equipment as applied to accounting and financial recordkeeping operations.

Laws, ordinances, rules, practices, and regulations affecting accounting and assigned areas of responsibility.

English usage, grammar, punctuation and business letter writing.

Basic mathematics.

Ability to:

On a continuous basis, sit at a desk and/or stand at a counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift and carry records and materials weighing up to 40 pounds.

Intermittently review documents related to Finance and/or Revenue Services operations; observe, identify and solve problems of office operations and procedures; understand and explain City policies and procedures; explain operations and problem solve office issues for the public and with staff.

Perform responsible and difficult account entry and recordkeeping work.

Understand and apply principles and procedures of fiscal recordkeeping and accounting.

Prepare financial reports and maintain ledgers and journals through the use of spreadsheets and/or word processing.

Analyze data and draw logical conclusions; identify and troubleshoot problems.

Maintain accurate records and files.

Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy.

Understand and carry out a variety of complex and technical instructions with minimal supervision and independent judgment.

Understand and apply pertinent City, State and Federal regulations for the processing of assigned data.

Perform a variety of processing/recordkeeping clerical functions; accurately compare, proofread, and verify lists of names and numbers.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible accounting experience, preferably with a municipal agency.

Training:

Equivalent to completion of the 12th grade supplemented by college courses in accounting, finance, business administration or a related field.

License or Certificate:

May need to possess an appropriate California driver's license.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

ACCOUNTING TECHNICIAN
ADOPTED 8/98
CAT: TECH
FLSA: NE

POSN: 00090